



## EXPEDITED PERMIT FOR MINOR TENANT IMPROVEMENT WORK

### City of Redmond Qualification Sheet

**Expedited building permits may be issued for minor commercial tenant improvement work for *retail* or *office* space only. Examples include:**

- adding, moving, or replacing a door or relite in a wall of a room;
- replacing sheetrock on an interior wall in the same location;
- adding a wall to divide a room into two smaller rooms;
- removing a wall to create a larger room; or
- adding, moving, or replacing supporting grid for suspended acoustical ceiling tile.

**Qualification Checklist: If the answer to any of the following questions is "yes", the work does *NOT* qualify for an expedited permit..... NO EXCEPTIONS:**

Yes    No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are <b>structural</b> changes being made?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Are <b>rated walls, corridors, occupancy separation walls</b> or <b>exits</b> being built or altered?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Will <b>hazardous materials</b> be used or stored on site or is there a warehouse which includes high pile (more than 12 ft. in height) storage of combustible materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does the scope of work include <b>exterior changes</b> to the building?<br>(Exterior changes to wall, storefront, doors, windows, etc.)                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Is the current use other than <b>retail (Group M)</b> or <b>office (Group B)</b> ?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Is the <b>current use</b> being changed?  |

The standard Tenant Improvement Submittal Requirements must be included with your Expedited Permit application. **(The Occupant's Statement of Intended Use is NOT Required.)**

A Building Plans Examiner will review your submittal for accuracy, completeness and determine if the project qualifies as expedited. ***Depending upon staffing availability and complexity of plans, expedited permits will usually be issued within three to five working days.***

**NOTE: Expedited permits will not be issued at the time of application.**

If it is determined that your project exceeds the scope of work of an expedited permit, the ***permit becomes null and void***. A new permit application along with plans depicting the actual scope of work shall be submitted for review and approval via the standard permit process. ***Additional plan review and permit fees will be charged -- expedited permit fees are non-refundable.***

**Please visit our website at:**

<http://www.ci.redmond.wa.us/insidecityhall/planning/building/building.asp>

**or call our Permit Center at 425-556-2473**

**Accepted as Expedited Permit by:**

**Date:**



## THE CITY OF REDMOND

### Tenant Improvement Submittal Requirements

#### A. FEES DUE AT TIME OF PERMIT APPLICATION

The following non-refundable fees will be collected at the time of application for all tenant improvement projects. Please refer to the sheet, Commercial/Multi-Family Building Permit Fees for additional information.

1. Building Plan Check Fee
2. Energy Code Plan Check Fee
3. Fire Department Plan Check Fee
4. 3% Technology Surcharge Based on Total Permit Cost

#### B. CODES

The City of Redmond currently enforces the following:

##### National Codes

1. 2003 International Building Code (IBC)
2. 2003 International Residential Code (IRC)
3. 2003 International Mechanical Code (IMC)
4. 2003 International Fuel Gas Code (IFGC)
5. 2003 International Fire Code (IFC)
6. 2003 Uniform Plumbing Code (UPC)
7. 2003 International Property Maintenance Code (IPMC)
8. 2002 National Electric Code (NEC)
9. 1998 Accessible & Usable Buildings & Facilities (ICC/ANSI 117.1)

##### Washington State Amendments

1. WAC 51-50 Washington State Building Code (IBC)
2. WAC 51-51 Washington State Building Code (IRC)
3. WAC 51-52 Washington State Mechanical Code (IMC)
4. WAC 51-54 Washington State Fire Code (IFC)
5. WAC 51-56 & 51-57 Washington State Plumbing Code & Standards (UPC)
6. WAC 51-11 Washington State Energy Code (WSEC)
7. WAC 51-13 Washington State Ventilation and Indoor Air Quality Code (WAVIAQ)
8. WAC 296-46B Electrical Safety Standards, Administration, and Installation

##### Redmond Local Amendments and Regulations

1. Redmond Municipal Code Title 15 Buildings and Construction
  - Chapter 15.06 - Fire Code
  - Chapter 15.08 - Building Code
  - Chapter 15.10 - Property Maintenance Code
  - Chapter 15.12 - Electrical Code
  - Chapter 15.14 - Mechanical Code
  - Chapter 15.16 - Plumbing Code
  - Chapter 15.18 - Energy Code
  - Chapter 15.20 - Ventilation and Indoor Air Quality Code
2. Redmond Community Development Guide
3. Redmond Fire Department Standards

## C. CITY OF REDMOND DESIGN REQUIREMENTS

Design Wind Speed:	85 mph (IBC Figure 1609)
Ground Snow Load:	15 psf (IBC Figure 1608.2)
Rain on Snow Surcharge:	5 psf added to flat roofs if slope is $<1/2^{\circ}$ (IBC 1608.3.4 & ASCE 7-02 Sec.7-10)
Seismic Zone:	This is site specific for buildings designed under the IBC (IBC 1615 & 1616)
Rainfall:	2 inches/hour for roof drainage design
Frost Line Depth:	12 inches
Soil Baring Capacity:	1,500 ppsf unless a Geo-Technical report is provided (IBC Table 1804.2)

## D. PLANS AND DRAWINGS

**Submit two (2) complete sets of drawings and plans.** Drawings and plans must be submitted on minimum 18"x24", or maximum 30"x42" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

**Please Note:** A separate submittal of plans is required for each building or structure.

## DETAILED SUBMITTAL REQUIREMENTS

Mark each box to designate that the information has been provided.  
Please submit this checklist as part of your submittal documents.

### A. ☐ SITE PLAN – REQUIRED WITH ALL SUBMITTALS

(May be included as part of the Architectural Drawing Cover Sheet)

1. Drawing shall be prepared at a scale not to exceed 1"=20 feet.
2. Show building outline and all exterior improvements.
3. Provide property legal description and show property lines.
4. Provide dimensions from the property lines to a minimum of two building corners (or two identifiable locations for irregular plan shapes).
5. Show building set backs, easements and street access locations.
6. Indicate north direction.
7. Indicate finish floor elevation for the first level.
8. Provide a topographical map of the existing grades and the proposed finished grades with maximum five feet elevation contour lines.
9. Show the location of all existing underground utilities, including water, sewer, gas and electrical.
10. Flood hazard areas, Floodways, and design flood elevations as applicable.

### B. ☐ ARCHITECTURAL DRAWINGS

#### 1. ☐ Cover Sheet

##### a) Building Information

- 1) Specify model code information.
- 2) Construction type.
- 3) Number of stories and total height in feet.
- 4) Building square footage (per floor and total).
- 5) IBC Occupancy Type (show all types by floor and total).
- 6) Mixed-use ratio (if applicable).
- 7) Occupant load calculation (show by occupancy type and total).
- 8) List work to be performed under this permit.

b) Design Team Information

- 1) Design Professional in Responsible Charge
- 2) Architect(s)
- 3) Structural Engineer(s) (if applicable)
- 4) Owner
- 5) Developer
- 6) Any Other Design Team Members

2. ☐ **Floor Plan**

- a) Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
- b) Plans must show the entire tenant space.
- c) Specify the use of each room/area.
- d) Provide an occupant load calculation on the floor plan.(on every floor,in all rooms and spaces)
- e) Show **ALL** exits on the plans; include new, existing or eliminated.
- f) Show all Barrier-Free information on the drawings
- g) Show the location of all permanent rooms, walls and shafts.
- h) Note the uses in the adjacent tenant spaces, if applicable.
- i) Provide a door and door hardware schedule.
- j) Show the location of all new walls, doors, windows, etc.
- k) Provide details and assembly numbers for any fire resistive assemblies.
- l) Indicate on the plans all rated walls, doors, windows and penetrations.
- m) Provide a legend that distinguishes existing walls, walls to be removed and new walls.

3. ☐ **Reflected Ceiling Plan**

- a) Plan view 1/8-inch minimum scale - Details a minimum of 1/4-inch scale.
- b) Provide ceiling construction details.
- c) Provide suspended ceiling details complying with IBC 803.9.1.1, if applicable. Show seismic bracing details.
- d) Show the location of all emergency lighting and exit signage.
- e) Detail the seismic bracing of the fixtures.
- f) Include a lighting fixture schedule.

4. ☐ **Framing Plan**

- a) Specify the size, spacing, span and wood species or metal gauge for all stud walls.
- b) Indicate all wall, beam and floor connections.
- c) Detail the seismic bracing for all walls.
- d) Include a stair section showing rise, run, landings, headroom, handrail and guardrail dimensions, if applicable.

5. ☐ **Storage Racks** (if applicable)

- a) Structural calculations are required for seismic bracing of storage racks eight feet or greater in height.
- b) Under eight feet, show a positive connection to floor or walls.

**NOTE:** High pile storage shall meet the requirements of current International Building and Fire Codes.

**C. ☐ SPECIAL INSPECTION**

1. Where special inspection is required by IBC 1704, the registered design professional in responsible charge shall prepare a special inspection program that will be submitted to the City of Redmond and approved prior to issuance of the building permit to comply with IBC 106.1. A copy of the **Special Inspection Requirement** form must be submitted.

**D. ☐ WASHINGTON STATE ENERGY CODE**

1. Two (2) completed 2003 Washington State Non-Residential Energy Code **Envelope Summary** forms.

**E. ☐ OCCUPANT'S STATEMENT OF INTENDED USE**

1. The **Occupant's Statement of Intended Use** form shall be completely filled out and may require the submittal of a Hazardous Materials Inventory Statement (HMIS). Contact the Redmond Fire Prevention Bureau for additional information.

The Building Permit does not include any mechanical, electrical, plumbing, or fire sprinkler/alarm work. **These permits are issued separately.** Mechanical, electrical, plumbing, or fire sprinkler/alarm permits require a separate permit application and may also require a separate plan review.

Please note that any tenant improvement work in a space that involves food handling or preparation requires King County Health Department approval **before the permit can be issued.** You must provide the Permit Center a copy of the approval letter or the approved plans. Contact the King County Health Department at 206-296-9741 with any questions or for more information.

An intake appointment is required for all large Tenant Improvement Building Permit Applications. To determine if your project requires an intake appointment, to schedule an appointment or to ensure that you have the most current information, please contact the City of Redmond Permit Center at 425-556-2473 or by e-mail to [permittech@redmond.gov](mailto:permittech@redmond.gov).

Visit our website at <http://www.redmond.gov/insidecityhall/planning/planning.asp>.

**Applications delivered by courier or mail will not be accepted.**

**Incomplete applications will not be accepted.**

I acknowledge that all items designated as submittal requirements must accompany my Building Permit Application to be considered a complete submittal.

Signature: \_\_\_\_\_  
(Owner/Owner's Representative)

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_



## CITY OF REDMOND

### Permit Center

15670 NE 85th Street  
Redmond, WA 98052  
(425) 556-2473  
www.redmond.gov

### FOR STAFF USE ONLY

Development #: \_\_\_\_\_ Date: \_\_\_\_\_  
Project #: \_\_\_\_\_ App Expires: \_\_\_\_\_  
Permit: \_\_\_\_\_ Accepted by: \_\_\_\_\_  
Type: \_\_\_\_\_ Payment method: \_\_\_\_\_

# Commercial/Multi-Family Permit Application

*Application and plans must be complete in order to be accepted for plan review.*

Project Name/Tenant:		*Value of Construction:	
Site Address:		Tax Parcel Number:	
General Location:		Bldg, Unit, Suite Designation:	
Contact Person:		Phone:	
Mailing Address:	City State/Zip:	Fax #:	
Firm or Company Name:		E-Mail Address:	
Contractor:		Phone:	
Mailing Address:	City State/Zip:	Fax #:	
State Contractor's License #:	Expiration Date:	City of Redmond Business License #:	
Design Professional:		Phone:	
Mailing Address:	City State/Zip:	Fax #:	
Firm or Company Name:		E-Mail Address:	
Property Owner:		Phone:	
Mailing Address:	City State/Zip:	Fax #:	
Lender Name:		Phone:	
Mailing Address:	City State/Zip:	Fax #:	
Description of work to be done (Please be specific): _____ _____ _____ _____ _____			
Construction Type of Building 2003 IBC: <input type="checkbox"/> Type I A <input type="checkbox"/> Type II A <input type="checkbox"/> Type III A <input type="checkbox"/> Type IV <input type="checkbox"/> Type V A <input type="checkbox"/> Other _____ <input type="checkbox"/> Type I B <input type="checkbox"/> Type II B <input type="checkbox"/> Type III B <input type="checkbox"/> Type V B			Number of New Dwelling Units: _____ _____
Use or Occupancy Type(s): _____			
Total Area of Construction (Sq. Ft.): _____			
Building Square Footage (new): _____		(existing): _____	(total): _____
Number of Stories (new): _____		(existing): _____	(total): _____

**IBC Sprinkler Substitutions:**

- ☐ Area Increase   ☐ Story Increase   ☐ One-Hour Construction  
☐ Unlimited Area   ☐ Height Increase   ☐ Other \_\_\_\_\_

**Will there be a Change of Building Code Use?**   ☐ Yes   ☐ No

**If Yes, State Existing Use(s):** \_\_\_\_\_ **Proposed Use(s):** \_\_\_\_\_

**Type of Work:**

- ☐ New Commercial Building   ☐ Commercial Addition   ☐ Tenant Improvement   ☐ Rack Storage   ☐ Other \_\_\_\_\_  
☐ New Multi-Family Building   ☐ Multi-Family Addition   ☐ Multi-Family Alteration   ☐ Reroofing

**Planning Department Information: (If Yes - Describe Below)**

- |   |                              |   |                              |
|---|------------------------------|---|------------------------------|
| 1. Exterior Modifications to Building?    | <input type="checkbox"/> Yes | 6. Tree Removal Proposed?                         | <input type="checkbox"/> Yes |
| 2. Change of Land Use? (RCDG)             | <input type="checkbox"/> Yes | 7. Mechanical Equipment Proposed?                 | <input type="checkbox"/> Yes |
| 3. Sensitive Areas On or Near Site?       | <input type="checkbox"/> Yes | 8. Additional Building Square Footage Proposed?   | <input type="checkbox"/> Yes |
| 4. Is Permit a PRD / MPRD / PCD / MPCD?   | <input type="checkbox"/> Yes | 9. Change in Number of Existing Parking Stalls?   | <input type="checkbox"/> Yes |
| 5. Building Generates Noise Above 35 dBA? | <input type="checkbox"/> Yes | 10. Reducing Landscaping Square Footage Proposed? | <input type="checkbox"/> Yes |
|   |                              | 11. Reroofing                                     | <input type="checkbox"/> Yes |

**Item # & Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Fire Department Information: (If Yes - Describe Below)**

- |                                  |  |  |                              |
|----------------------------------|--|--|------------------------------|
| 1. Automatic Sprinkler System?   | <input type="checkbox"/> Yes   | 6. UPS or Storage Battery System?                | <input type="checkbox"/> Yes |
| 2. Automatic Fire Alarm System?  | <input type="checkbox"/> Yes   | 7. Flammable/Combustible Materials in Building?  | <input type="checkbox"/> Yes |
| 3. Standpipe System?             | <input type="checkbox"/> Yes   | 8. Hazardous Materials in Building?              | <input type="checkbox"/> Yes |
| 4. Other Fire Protection System? | <input type="checkbox"/> Yes   | 9. Hazardous Materials Management Plan Required? | <input type="checkbox"/> Yes |
| 5. High Pile or Rack Storage?    | <input type="checkbox"/> Yes (Provide Rack LF _____ & Rack Height _____) |  |                              |

**Item # & Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Notes:**

#6 - Provide information on the quantity of battery electrolyte (if quantity equals or exceeds 100 gallons **UFC Article 64** shall apply).  
#7 & 8 - If flammable/combustible or hazardous materials are used or stored in the building, provide a **Hazardous Materials Management Inventory and a Hazardous Materials Management Plan** (Provide copies of all Material Safety Data Sheets)

**\*Value of Construction** – The value of construction shall include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, automatic sprinkler systems, other mechanical systems and other permanent work or permanent equipment, not including furnishings. The Building Official shall make the final determination of the value of construction as specified in Section 108.3 of the International Building Code.

**Expiration of Plan Review** - Applications for which no permit is issued within 180 days following the date of application shall expire and all fees paid shall be forfeited. Upon written request of the applicant, the Building Official may grant a 90-day extension to the Plan Review time as specified in Section 105.3.2 of the International Building Code. No application shall be extended for a period of more than 90 days.

**Building Owner or Authorized Agent:**

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please visit our web site at: <http://www.redmond.gov/insidcityhall/planning/planning.asp>



## COMMERCIAL & MULTI-FAMILY BUILDING PERMIT FEES EFFECTIVE JULY 1, 2004

UBC TABLE 1-A <sup>1</sup>	
TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$5608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

- 1) **Determining Building Valuation:** The final determination of building valuation shall be made by the Building Official.
  - a) **For New Construction or Increases in Square Footage:** The value used in computing fees, based on UBC Table 1-A adopted by Resolution No. 1189, is determined on the basis of the valuation per square foot using the Building Valuation Data. Determination of the project square footage is based on gross area, defined below.
  - b) **For Remodel, Alteration or Tenant Improvement:** The value used in computing fees, based on UBC Table 1-A, is determined on the basis of the estimated current value of all labor and materials, whether actually paid or not, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, automatic sprinkler systems, other mechanical systems and other permanent work or permanent equipment but not including furnishings.
- 2) **Gross Area:** The gross area, used in conjunction with the Building Valuation Data and other data to determine the valuation of a building project, means the total area of all floors, measured from the exterior face, outside dimensions or exterior column line of a building, including basements, cellars and balconies, but not including unexcavated areas. Where walls and columns are omitted in the construction of a building, such as an open shed or marquee, the exterior wall of the open side or sides, for the purpose of calculating gross area, will be the edge of the roof, including gutters.

<sup>1</sup> UBC Table 1-A is part of the *Uniform Building Code*™ Copyright 1997 Published by the International Conference of Building Officials. Adopted by Resolution No. 1189 - Effective July 1, 2004



- 3) **Plan Check Fee Deposit:** The Building, Energy, Engineering and Fire Department Plan Check fees are due in full at the time of application and are non-refundable.
- 4) **Electrical, Mechanical and Plumbing Permits:** Electrical, Mechanical and Plumbing permits are issued separately from the building permit. For information on these permits, see the individual applications and fee schedules.

#	ITEM	FEE
1	Building Permit Fee*	100% of UBC Table 1-A
2	Building Plan Check Fee*	An Additional 65% of UBC Table 1-A
3	Energy Plan Check Fee*	See Table Below
4	Fire Department Plan Check Fee*	See Table Below
5	Engineering Plan Check Fee* (New Construction or Additions Only)	An Additional 120% of UBC Table 1-A
6	State Building Code Fee	\$4.50 per Permit plus an additional \$2.00 for each multifamily dwelling unit after the first unit.
7	Capital Facilities Charge (New Construction or Additions Only)	DETERMINED BY PUBLIC WORKS STORMWATER DIVISION
8	Impact Fees (New Construction, Additions or Change of Use Only)	FIRE, PARKS, TRANSPORTATION AND KING COUNTY Each Organization, specific to the project, calculates fees.

ENERGY CODE PLAN CHECK FEE	
NEW CONSTRUCTION:	FEE
New Commercial Building	\$112.29*
New Multi-Family Building	\$112.29* <b>PLUS</b> \$22.46* for each additional unit
TENANT IMPROVEMENT:	
No Energy Code Change	\$16.84*
0 to 1,500 square feet	\$33.69*
1,501 to 3,000 square feet	\$67.37*
3,001 to 10,000 square feet	\$134.75*
10,001 to 25,000 square feet	\$202.12*
25,001 square feet and over	\$336.87*

**\*A 3% Technology Surcharge is applied as authorized by City Ordinance # 2090, and extended by Resolution # 1162 on December 3, 2002.**

FIRE DEPARTMENT PLAN CHECK FEE	
VALUATION BASED ON UBC TABLE 1-A	FEE
\$0 to \$1,000	\$47.44*
\$1,001 to \$5,000	\$107.52*
\$5,001 to \$10,000	\$154.96*
\$10,001 to \$20,000	\$190.89*
\$20,001 to \$45,000	\$237.21*
\$45,001 to \$100,000	\$285.78*
\$100,001 to \$250,000	\$405.09*
\$250,001 to \$500,000	\$487.34*
\$500,001 to \$1,000,000	\$607.77*
\$1,000,001 to \$1,500,000	\$689.75*
\$1,500,001 to \$2,000,000	\$737.47*
\$2,000,000 and up	\$737.47* for the first \$2,000,000 plus \$60.08* for each additional \$500,000 or fraction thereof over \$2,000,000

OTHER INSPECTIONS AND FEES	
Inspections outside of normal business hours (minimum charge-two hours)	\$119.03 per hour
Reinspection fees	\$104.15 per assessment
Inspections for which no fee is specifically indicated (minimum charge-two hours)	\$104.15 per hour
Additional plan review required by changes, additions or revisions to plans (minimum charge-two hours)	\$104.15 per hour*
Additional plan review required by Deferred Submittals (minimum charge-two hours)	\$104.15 per hour*
For use of outside consultants for plan checking* and inspections, or both	Actual costs <sup>2</sup>

**\*A 3% Technology Surcharge is applied as authorized by City Ordinance # 2090, and extended by Resolution # 1162 on December 3, 2002.**

***EFFECTIVE JULY 1, 2004***

<sup>2</sup> Actual costs include administrative and overhead costs.